



California Department of Education
Selection Services Office

Associate Governmental Program Analyst
Examination Bulletin

DEPARTMENTAL/PROMOTIONAL		CONTINUOUS FILING	0ED04						
CALIFORNIA STATE GOVERNMENT * AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.									
WHO MAY APPLY	Competition Limited to Department Employees Applicants must have a permanent civil service appointment with the California Department of Education by one of the below listed final filing dates in order to take this examination. Under certain circumstances, former California Department of Education employees may be allowed to compete under the provisions of Rule 235. See General Information section of this bulletin.								
FILING INSTRUCTIONS	Submit Examination and/or Employment Application (STD. 678) <div><div>By mail to: California Department of Education Selection Services Office P.O. Box 1236 Sacramento, CA 95812-1236</div><div>OR</div><div>In person to: California Department of Education Selection Services Office 721 Capitol Mall, Room 112 Sacramento, CA 95814</div></div>								
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted about specific arrangements.								
CONTINUOUS FILING	<p>The California Department of Education will accept applications on a continuous basis and test applicants as follows:</p> <table><tr><th><u>FINAL FILING DATES</u></th><th><u>MANDATORY INTERVIEWS</u></th></tr><tr><td>June 7, 2000</td><td>August/September 2000</td></tr><tr><td>December 6, 2000</td><td>February/March 2001</td></tr></table> <p>Your State Application (STD. 678) must be <u>received</u> no later than one of the above final filing dates. Applications received after one of the designated dates will be considered for the next examination. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official employment titles. Applications/resumes received without this information will be rejected.</p>			<u>FINAL FILING DATES</u>	<u>MANDATORY INTERVIEWS</u>	June 7, 2000	August/September 2000	December 6, 2000	February/March 2001
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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>Note: All applicants must meet the education and/or experience requirements for this examination by the date of filing.</p> <p>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.</p> <p><u>Either I</u></p> <p>One year of experience performing the duties of a Staff Services Analyst, Range C.</p> <p><u>Or II</u></p> <p>Experience: Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis. <u>And</u></p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> <p>(One year of graduate work in public or business administration, industrial relations, psychology, law political science or a related field, may be substituted for six months of the required nonsupervisory experience.)</p> <p>Qualifying State service experience applied toward Pattern II must include at least one year in a class at a level of responsibility equivalent to Staff Services Analyst, Range C.</p> <p>Early Admittance to the Examination: Candidates who are within 6 months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.</p> <p>NOTE: Evidence of completion of required course work must be attached to application at the time of filing (i.e., OFFICIAL transcripts.) Applications received without this information will be rejected.</p>								
DEFINITION OF TERMS	Definition of Terms in Requirements for Admittance to the Examination: The term "professional analytical experience" is defined as duties requiring consistent exercise of discretion and judgement in the study of principles and techniques. Experience in planning must be in overall program planning and analysis for a private firm or governmental agency, not line duties for a specific unit or office.								
MONTHLY SALARY RANGE	\$3,764 - \$4,576								
POSITION DESCRIPTION AND LOCATION	Associate Governmental Program Analysts are at the full journey level. Incumbents perform the more responsible, varied and complex consultative and analytical staff services work, such as; program evaluation; evaluation and planning; policy analysis and formulation; budgeting; strategic and operational planning; personnel analysis; developing performance measures and project tracking; and systems development and management analysis. They are assigned to work on a broad range of governmental and managerial problems that may be interdisciplinary in nature. They may be assigned to work as field representatives involved in complex an/or controversial intergovernmental negotiations. Incumbents may conduct and/or review analytical studies and surveys; formulate procedures, policies and program alternatives; and make recommendations to upper management on a broad spectrum of administrative and program-related issues. Incumbents may review and analyze proposed legislation and advise management on the impact or potential impact; act independently or participate on a team or act as team, conference, or task force leaders on larger studies; and coordinate the efforts of representatives of various department entities or governmental agencies. Incumbents may monitor the implementation and operation of fiscal and program operations of state and local programs. Positions exist with the California Department of Education.								

See reverse side for additional information.

ELIGIBLE LIST INFORMATION	Names of successful candidates will be placed in one of three ranks and will be merged into the existing eligible list according to their final ranking. All successful candidates will be immediately reachable for appointment provided a Reemployment or State Restrictions of Appointment (SROA) list is not in place at that time. Eligibility will be established for 24 months.
NEW EXAMINATION INFORMATION	<p>NO WRITTEN TEST IS REQUIRED. This is a promotional readiness examination weighted weighted 100%. An interview panel will competitively assess the candidates' knowledge and abilities relevant to the classification being tested based on the candidate's responses to the interview questions, their presentation of their qualifications, and the information contained in their applications and PRE reports. The interview will include a number of predetermined job-related questions. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70%. Candidates who do not appear for the interview will be disqualified.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>PROMOTIONAL READINESS EXAMINATION - WEIGHTED 100%</p>
SELF ASSESSMENT REPORTS	Candidates who meet the "Requirements for Admittance to the Examination" will be mailed a Promotional Readiness Examination (PRE) report designed to elicit specific information regarding each candidates demonstrated readiness for promotion. Each candidate's reporting supervisor will be required to add comments and ratings for each factor. A second-level supervisor will be required to provide comments on the information provided by the candidate and the reporting supervisor. Return of the PRE report is MANDATORY. Candidates who do not return it will be eliminated from the examination.
INTERVIEW SCOPE	<p>In addition to reviewing the PRE Report and the candidate's relative abilities as demonstrated by quality and breadth of experience, education and training, emphasis will be on measuring competitively, relative to job demands, each candidate's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">Principles, practices and trends of public and business administration.Methods and techniques used to effectively direct and lead meetings.Management and supportive staff services such as budgeting, personnel, planning, policy and systems/management analysis or program evaluation.Government structure, organization and function.Principles and practices of project development, management analysis, and implementation.Analytical concepts, principles, and techniques, including basic understanding of statistical analysis and mathematical computations. <p>B. Ability to:</p> <ol style="list-style-type: none">Reason logically and creatively, using a variety of analytical concepts, principles, and techniques to develop and recommend solutions or policy directions related to complex program and managerial issues in a wide variety of subject matter areas..Develop and evaluate alternatives.Communicate and present ideas and information effectively.Consult with and advise administrators or other interested parties on a wide spectrum of subject matters.Gain and maintain the confidence and cooperation of those contacted during the course of work.Coordinate the work of others and act in a lead capacity.Work independently.Effectively represent the Department when working with private, local, state, and federal agencies.Perform effectively in an automated environment. <p>SPECIAL PERSONAL REQUIREMENTS: Demonstrated ability to act independently, open-mindedness, flexibility and tact.</p>
RECOMPETITION RESTRICTIONS	Unsuccessful candidates who wish to recompete must wait six months from the date of disqualification before reapplying. Successful candidates may not recompete for 18 months.
VETERANS & CAREER POINTS	Veterans' preference points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Education's Selection Services Office in Sacramento at (916) 657-4433 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of interview or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the California Department of Education, and accessible on the Internet (<http://www.spb.ca.gov> in the jobs - state application section).

The State Personnel Board and the California Department of Education reserve the right to revise the examination plan to meet the needs of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all candidates will be notified.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In the appraisal of experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience. Evaluation of a candidate's personal development will include consideration of the candidate's recognition of personal training needs; plans for self-development; and the progress made in efforts toward self-development.

Rule 235: An employee who has moved from one agency to another agency without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for an agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate if that employee had promotional eligibility in the designated agency at any time within three years of the date of examination and has had no subsequent break in state service by resignation, nondisability retirement or removal for cause.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.